EY SEND Single Point of Access (SPOA)

Panel Decision and Notification Process

SPOA Referral made to inbox at EYSENDSPOApanel@bolton.gov.uk

↓

New referrals distributed to panel before meeting

Panel members make a recommendation to the panel based on agreed criteria with EY Levels of Involvement Matrix.

↓

Referral and recommendation discussed at panel allocation of one of the below routes:
Referral passed to Start Well SEND service for advice and support
Referral passed to Educational Psychology Service
Referral passed on to Ladywood Outreach Service
Referral to both E.P and L.O Services

↓

Referral and outcome of discussion recorded on SPOA Panel spreadsheet

↓

Referrer notified of decision using template letter (Appendix 1)

↓

Action taken by appropriate agency as described in letter.

↓

Outcome of interventions discussed at later panels if necessary in line with timeline decided by the panel and recorded on Panel spreadsheet.

↓

Panel to meet fortnightly